

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2004/03/11 : CIA-RDP80M00165A002200140012-3

~~This Notice Expires 1 February 1977~~

PERSONNEL

IN 20-760

7 January 1977

DUTY AND PAY ADMINISTRATION ON
INAUGURATION DAY, 20 JANUARY 1977

Handwritten initials and signature

1. Inauguration Day, Thursday, 20 January 1977 has been declared a legal holiday for the Washington, D.C. Metropolitan Area. "Metropolitan Area" is specifically defined in statute to include only the District of Columbia, Montgomery and Prince Georges Counties in Maryland, Arlington and Fairfax Counties in Virginia, and the cities of Alexandria and Falls Church in Virginia. The holiday benefits of Inauguration Day will not apply to those employees employed in the Washington, D.C. Metropolitan Area as defined herein when they are in a travel status or performing official duties away from that area on that day. Employees with official duty stations in locations other than the Washington, D.C. area as defined herein are not entitled to holiday benefits for Inauguration Day. Duty schedules for Inauguration Day will be based on "Saturday" staffing requirements.

2. For pay and leave purposes, Thursday, 20 January 1977 is a holiday. Pay and leave administration for all affected employees should be handled in accordance with HR 20-29e.

3. Operating officials will ensure that this Notice is brought to the attention of all employees.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Transition White House
JOHN F. BLAKE
Deputy Director
for
Administration

DISTRIBUTION: All Employees (1-6)

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